



# National Science Foundation

## *Rotational Vacancy*

### ASSOCIATE/ASSISTANT PROGRAM MANAGER FOR ANTARCTIC BIOLOGY AND MEDICINE PROGRAM OFFICE OF POLAR PROGRAMS

**ANNOUNCEMENT NUMBER:** E20030048-IPA

**OPEN:** 3/12/2003

**CLOSE:** 6/30/2003

**Vacancy announcement may close 14 days from opening date without further notice.**

The National Science Foundation's Office of Polar Programs (OPP) is seeking qualified candidates for the position of Associate/Assistant Program Manager for Antarctic Biology and Medicine Program in the Antarctic Sciences Section and inviting individuals who might be interested in an Intergovernmental Personnel Act (IPA) assignment to submit an application. The goal of the Antarctic Biology and Medicine program is to support research leading to an improved understanding of physiology, behavior, adaptations, and processes related to life forms and ecosystems in Antarctica. The program supports projects directed at all levels of organization from molecular, cellular, and organismal to communities, ecosystems, and global processes. Investigators apply recent theory and technology to understanding how organisms, including humans, adapt and live in high latitude environments and how ecosystems respond to global change. Additional information about OPP and their programs can be found at [www.nsf.gov/od/opp/start.htm](http://www.nsf.gov/od/opp/start.htm).

Initial assignments under the IPA mechanism may be made for a period of one to two years. Assignments may be extended at the request of NSF for up to three years and a fourth year with NSF's Deputy Director's approval. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified non-profit organizations involved in public management in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. Additional information about IPA assignments can be found at [www.nsf.gov/oirm/hrm/jobs/rotators/ipa.htm](http://www.nsf.gov/oirm/hrm/jobs/rotators/ipa.htm). Individuals interested in an IPA assignment should submit curriculum vitae or Federal application form and a letter referencing qualifications to the following address:

**National Science Foundation  
Division of Human Resource Management  
Executive & Visiting Personnel Branch  
ATTN: E20030048-IPA  
4201 Wilson Boulevard, Room 315  
Arlington, VA 22230**

**The formal consideration process will begin in May.**

**Applications may be transmitted electronically to [rotator@nsf.gov](mailto:rotator@nsf.gov).** The phone number for vacancy announcements coordinated by the Executive and Visiting Personnel Branch is (703) 292-8755; hearing impaired individuals may call TDD (703) 292-8044. **The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.**

**STATEMENT OF DUTIES:** Responsibilities include proposal evaluation, project development and support, program planning and budgeting, and related administrative duties. In addition, the incumbent will take an active role in the development of upcoming interdisciplinary initiatives within the Antarctic Sciences Section. These initiatives include: further planning of subglacial lake research; working with NSF program managers and the community on cross-directorate initiatives; synthesis of marine ecosystem research; and deployment to Antarctica in an onsite management role.

**PHYSICAL REQUIREMENT:** Final selection to this position is dependent upon successfully passing a physical examination according to standards used for U.S. Antarctic Program medical screening for travel to Antarctica.

**QUALIFICATIONS REQUIRED:** For the Associate Program Director level, applicants must have a Ph.D. or equivalent experience in biological, oceanography or ecological science, plus 4 or more years of successful research, research administration, and/or managerial experience pertinent to the above disciplines. For the Assistant Program Director level, applicants must have a Ph.D. in one of the above disciplines, or a Masters degree in one of the above disciplines plus two or more years of successful research, research administration, and/or managerial experience pertinent to the above disciplines. A broad understanding of the current status of the relevant United States academic scientific community and its relationship with NSF, other Federal agencies, and international planning efforts is highly desirable.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: 7/31/2005

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- |   |   |
|---|---|
| 01 - Newspaper (specify) _____  | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify) _____     | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register  | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify) _____                   | 15 - Private employment service   |
| 07 - NSF recruitment at school or college   | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral   | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin   | 18 - NSF website  |
|   | 19 - Internet or other website  |
|   | 20 - Other (specify) _____  |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;  
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs  
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: \_\_\_\_\_

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER